



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
INTELLIGENCE AND INVESTIGATIONS
SECTION CHIEF (TYPE 2)**

INTELLIGENCE AND INVESTIGATIONS SECTION CHIEF (TYPE 2)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Intelligence/Investigations Section Chief and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Understand and comply with NIMS concepts and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Understand scope, roles, responsibilities, jurisdiction, and authority of responding agencies.	E, F, I		

1b. Behavior: Successfully assume the role of Intelligence/Investigations Section Chief and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Initiate and maintain section activity log: <ul style="list-style-type: none"> ● Complete activity log and use to support a common operating picture ● Transfer information to additional documents, positions, and displays 	E, F, I		

1c. Behavior: Gather, update, and apply situational information relevant to the assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Review the Incident Action Plan (IAP), other relevant plans, or Resources Unit records to identify resources assigned: <ul style="list-style-type: none"> ● Location and status of assigned resources ● Resource identifier, if assigned ● Supervisor name and contact information ● Location ● Assignment ● Resource kind, type, and quantity 	E, F, I		

1d. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>4. Establish and maintain positive interpersonal and interagency working relationships</p> <ul style="list-style-type: none"> ● Outgoing incident staff or teams ● Local agencies ● Hosting unit ● Policy group ● Public ● Supporting agencies 	E, F, I		
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1e. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>5. Activate section:</p> <ul style="list-style-type: none"> ● Establish appropriate section organization and assign staff responsibilities, while maintaining span of control ● Ensure availability of appropriate resources ● Conduct supporting activities within operational period ● Follow protocol for communicating section’s daily accomplishments to the Documentation Unit or appropriate personnel ● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel ● Follow process for resource requests/releases for operational planning purposes ● Assign staff, branches, divisions/groups, or units as appropriate ● Participate in planning meetings to determine section organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period 	E, F, I		
<p>6. Keep supervisor and assigned personnel informed of organizational changes:</p> <ul style="list-style-type: none"> ● Branch, division, or group ● mobilization/demobilization ● Staff and unit mobilization/demobilization ● Any personnel changes 	E, F, I		
<p>7. Supervise and adjust section organization and operations as necessary, based on changes in incident situation and resource status:</p> <ul style="list-style-type: none"> ● Maintain common operating picture throughout the section ● Provide for functional and geographical supervision as necessary ● Ensure effective use and coordination of all assigned resources ● Constantly monitor objectives and overall section operations for efficacy and safety 	E, F, I		

<p>8. Supervise and adjust section organization and operations based on changes in incident situation and resource status:</p> <ul style="list-style-type: none"> ● Maintain common operating picture throughout the section ● Provide for functional and geographical supervision as necessary ● Ensure effective use and coordination of all assigned resources ● Constantly monitor objectives and overall section operations for efficacy and safety 	<p>E, F, I</p>		
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2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment

2a. Behavior: Ensure the exchange of relevant information during briefings and debriefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
10. Prepare for and participate in briefings with other sections, branches, divisions/groups, units, and incident staff <ul style="list-style-type: none"> ● Share and evaluate information with section members ● Identify safety hazards and mitigation strategies with the Safety Officer ● Maintain quality updates for Public Information Officer (PIO) 			
11. Schedule and conduct daily briefings to assigned personnel <ul style="list-style-type: none"> ● Inform identified meeting attendees of time, location, and information they should provide for the meeting ● Define objectives, agenda, and time expectations ● Post meeting agenda at appropriate locations ● Make arrangements for documentation and recording of applicable information ● Resolve concerns and conflicts 			

2b. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I		
13. Ensure process is in place to review items and classify as appropriate (such as "For Official Use Only" or "Classified").	C, E, F, I		

2c. Behavior: Communicate incident priorities and operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Communicate priorities and objectives and any changes throughout the section: <ul style="list-style-type: none"> ● Maintain common operating picture throughout the section 	E, F, I		

<p>15. Monitor section support status and develop alternate strategies to meet incident objectives:</p> <ul style="list-style-type: none"> ● Advise assigned staff of significant changes that may affect them 	E, F, I		
<p>16. Report unexpected occurrences (such as injuries, illnesses, accidents, political contacts, property loss or damage):</p> <ul style="list-style-type: none"> ● Ensure standard information contains nature of event, location, magnitude, personnel involved, initial action taken, and appropriate subsequent action ● Ensure the protection of Personally Identifiable Information (PII) while reporting 	E, F, I		
<p>17. Update supervisor on current accomplishments or problems and complete incident forms as necessary</p>	E, F, I		

2d. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>18. Ensure the I/I staff provide appropriate input to assist in developing the I/I portion of the IAP.</p>	E, F, I		
<p>19. Participate in preparation of the IAP and planning meeting for the next operational period:</p> <ul style="list-style-type: none"> ● Update section on current situation ● Assist in determining priorities for next operational period(s) ● Determine tasks and work assignments for next operational period(s) ● Advise on current capabilities and limitations ● Determine resource needs or excess 	E, F, I		
<p>20. Participate in the preparation of other necessary relevant plans for section:</p> <ul style="list-style-type: none"> ● Demobilization plan ● Evacuation plan ● Continuity of Operations (COOP) plan 	E, F, I		
<p>21. Prepare for and participate in the meetings and briefings in the planning process.</p>	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
22. Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.	E, F, I		
23. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> ● Supervisor's direction ● IAP goals and objectives ● Operational period command emphasis ● Other planning goals and objectives 	E, F, I		
24. Hold personnel accountable for the execution of assigned tasks.	E, F, I		
25. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> ● Make adjustments in response to new information, changing conditions, or unexpected obstacles 	E, F, I		
26. Manage information postings and respond to requests for assistance.	E, F, I		

3b. Behavior: Establish Intelligence/Investigations Section requirements to meet incident strategies and objectives

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
27. Activate one or more groups if necessary.	E, F, I		
28. Confirm that resources initially responding directly to the incident or operations/coordination, as well as those subsequently requested, are: <ul style="list-style-type: none"> ● Immediately identified ● Checked in ● Briefed regarding the incident, particularly the intelligence/investigations aspects ● Properly equipped ● Appropriately organized ● Assigned appropriate intelligence/investigations tasks 	E, F, I		
29. Designate one or more Deputy Intelligence/Investigations Section Chiefs, if necessary	E, F, I		
30. Ensure investigative personnel are available, and that staff properly distribute, maintain, safeguard, store, and return resources	E, F, I		
31. Ensure that I/I Section staff obtain required audio, data, image, and text communications equipment. Ensure staff implements correct communications procedures.	E, F, I		
32. Obtain a comprehensive briefing regarding the incident from Incident Commander (IC).	E, F, I		

3c. Behavior: Supervise Intelligence/Investigations Section operations

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Analyze incident or planned event-related information and data, evaluate the current situation, and estimate the potential future situation	E, F, I		
34. Confer with the other Command and General Staff throughout all relevant intelligence/investigations activities, ensuring that procedures are in place to prevent <ul style="list-style-type: none"> ● Interference with intelligence/investigations activities ● Disturbance of known or suspected crime scenes or investigative scenes 	E, F, I		
35. Confer with the Planning Section regarding: <ul style="list-style-type: none"> ● Planning functions and activities ● The intelligence/investigations aspects and components of the IAP ● The intelligence/investigations aspects and components of the Demobilization Plan ● Documentation and records management procedures, measures, and activities 	E, F, I		
36. Coordinate with the appropriate governmental agencies, nongovernmental organizations, and the private sector: <ul style="list-style-type: none"> ● Information collection ● Coordination of response activities ● Infrastructure protection 	E, F, I		
37. Coordinate with the Public Information Officer to ensure that public information-related activities do not violate or compromise operational security.	E, F, I		
38. Determine the resource needs for one or more operational periods and request the necessary operational and support resources—based on the current situation and potential future situation	E, F, I		
39. Direct and support missing persons and mass fatality investigations.	E, F, I		
40. Ensure that staff implement proper procedures, measures, and activities to secure audio, data, image, and text communications throughout the organization.	E, F, I, J		
41. Establish and implement appropriate protocols to guide the handling of sensitive and classified information	E, F, I		
42. Maximize situational awareness and develop an accurate common operating picture.	E, F, I		
43. Prepare and implement an incident-specific Communications Plan as necessary, particularly if secure communications systems protocols are appropriate.	E, F, I		
44. Provide a continuous flow of intelligence to officials to assist in developing a depiction of evolving threats or hazards.	E, F, I		
45. Schedule and conduct regular meetings and briefings with all of the Deputy Intelligence/Investigations Section Chiefs, Group Supervisors, Managers, and Coordinators to review current intelligence/investigations status and progress.	E, F, I		

3d. Behavior: Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>46. Complete all necessary reports and narratives to common standards prior to turnover in the following instances</p> <ul style="list-style-type: none"> ● Shift change ● End of operational period ● Reassignment ● Demobilization 	E, F, I		
<p>47. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources:</p> <ul style="list-style-type: none"> ● Inform assigned personnel and supervisor ● Communicate with incoming personnel regarding when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
<p>48. Coordinate with agencies about transfer of intelligence/investigations processes back to the Authority Having Jurisdiction (AHJ).</p>	E, F, I		

3e. Behavior: Plan for demobilization and ensure staff follow demobilization procedures

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>49. Assist in development, approval, and implementation of demobilization plan:</p> <ul style="list-style-type: none"> ● Coordinate with supervisor during development and implementation ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate section needs and responsibilities ● Provide information to supervisor to assist with decisions on release priorities 	E, F, I		
<p>50. Complete process for demobilizing section responsibilities:</p> <ul style="list-style-type: none"> ● Reinforce emphasis on safety and accountability during this phase of the operations ● Brief section on demobilization responsibilities ● Ensure all section units demobilize in a timely and complete manner ● Brief replacement 	E, F, I		
<p>51. Participate in organization closeout/After Action Review (AAR).</p>	E, F, I		

4. Competency: Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
52. Exhibit principles of duty, respect, and integrity: <ul style="list-style-type: none"> ● Be proficient in the job, both technically and as a leader ● Make sound and timely decisions ● Supervise staff to ensure understanding and accomplishment of duties and tasks ● Train and mentor assigned subordinates ● Keep assigned personnel informed ● Seek and accept responsibility for actions 	E, F, I, J		

4b. Behavior: Ensure the health, safety, welfare, and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
53. Ensure accountability of all personnel: <ul style="list-style-type: none"> ● Coordinate with assigned personnel to conduct personnel accountability checks ● Validate accountability with supervisor 	E, F, I		

4c. Behavior: Establish work assignments and performance expectations, monitor performance, and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
54. Evaluate the performance of assigned personnel and ensure that staff: <ul style="list-style-type: none"> ● Implement assigned portions of the IAP ● Order and assign resources within the section ● Report on the progress or control of section operations ● Report on status of resources within the section 	E, F, I		
55. Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: <ul style="list-style-type: none"> ● Determine kind and number of personnel necessary for section operations ● Provide single personnel or teams depending on the needs of the Branch Directors, Division/Group Supervisors and Unit Leaders ● Provide for functional and geographical supervision as necessary 	E, F, I		
56. Prioritize work within the section, while taking into account immediate support for incident operations.	E, F, I		

4d. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
57. Confer with the Logistics Section regarding communications system, guidelines, constraints, and protocols	E, F, I		
58. Coordinate and support the investigative effort off-site, including the prevention and deterrence of additional criminal activity, incidents, or attacks.	E, F, I		
59. Coordinate with assigned personnel and give supervisor a list of excess resources: <ul style="list-style-type: none"> ● List may include <ul style="list-style-type: none"> ○ Kind and type ○ Quantity ○ Time/date of available release ○ Review the list daily for accuracy, ensuring all ● branches/divisions/groups and units/staff demobilize ● in a timely and complete manner 	E, F, I		
60. Coordinate with other appropriate personnel: <ul style="list-style-type: none"> ● Receive and transmit current and accurate information ● Communicate changes to the IAP or relevant plans ● Inform appropriate team members of significant changes in operations ● Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current ● Provide supervisor with operational status for Incident Status Summary and situation reports 	E, F, I		
61. Coordinate with the Logistics Section regarding the preparation of the intelligence/investigations component of the Communications Plan.	E, F, I		
62. Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods 	E, F, I		